Safety and Occupational Health Council

08 April 2004

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Agenda

- ✔ Commander’s Opening Comments
- ✔ Purpose of SOHC
- ✔ Safety Metrics – YTD MAR FY 2004
- ✔ Review of Accident Reporting
- ✔ Use of Operator Restraint Systems or Devices on Power Industrial Trucks
- ✔ Review of Hazardous Processes
- ✔ Fire & Emergency Services
- ✔ Safety Actions / Lessons Learned Charts
- ✔ Review of Open Issues
- ✔ Hot Topics
- ✔ Issues from Council
- ✔ Wrap Up

Commander's Opening Comments

Purpose of Safety and Occupational Health Council

Purpose of SOHC

- ✔ Forum to Evaluate Safety and Occupational Health Program Status
- ✔ Review Safety and Occupational Health Performance
- ✔ Forum to Share Safety Actions and Lessons Learned
- ✔ Forum to Address Major Issues

Safety Metrics

Frequency Rates

Calculating Frequency Rates:

Frequency Rate = (Number of Incidents) x (200,000 Hours)*

Number of Exposure Hours

*** 200,000 Hours = (100 persons) x (2000 Hours) or 1 Man Year**

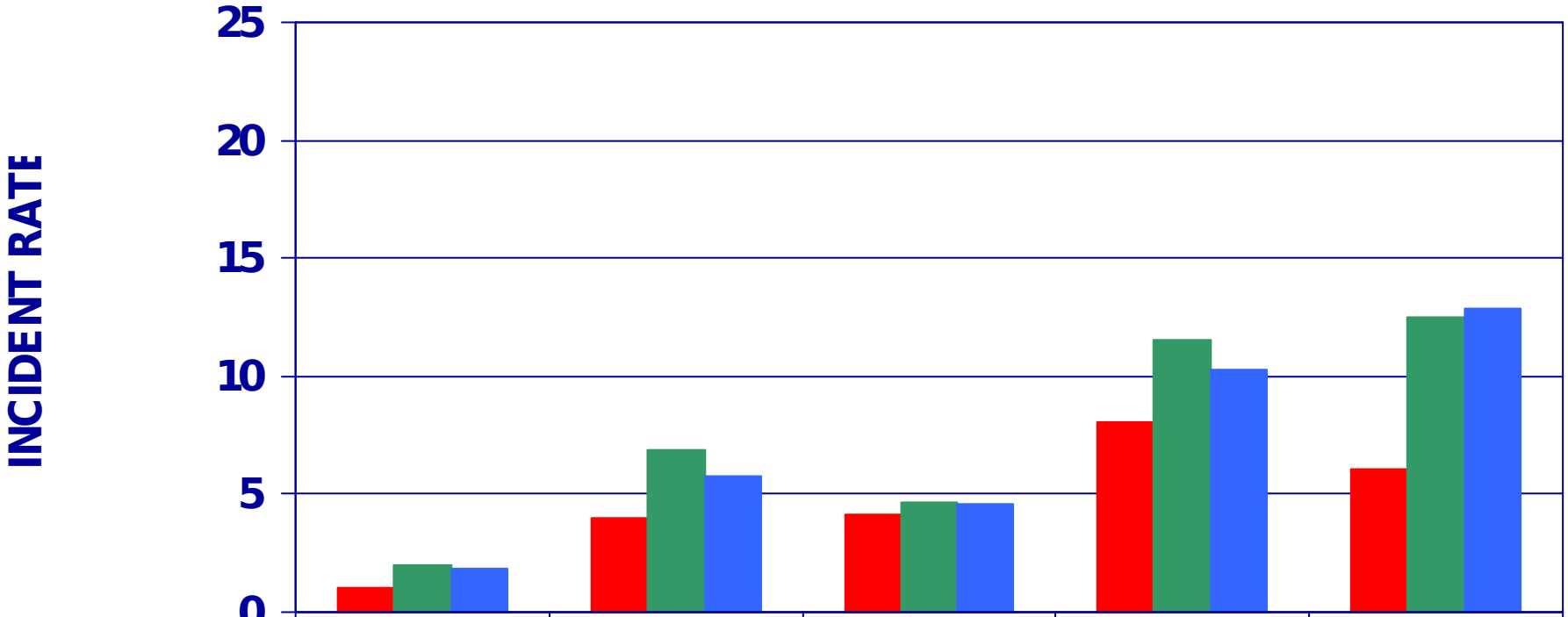
Example:

YTD March FY 2004

Total Incident Rate = (57) x (200,000 Hours)
990,678.3

RIA SAFETY PERFORMANCE
CEILING vs YTD vs AVERAGE
YTD MAR FY 2004

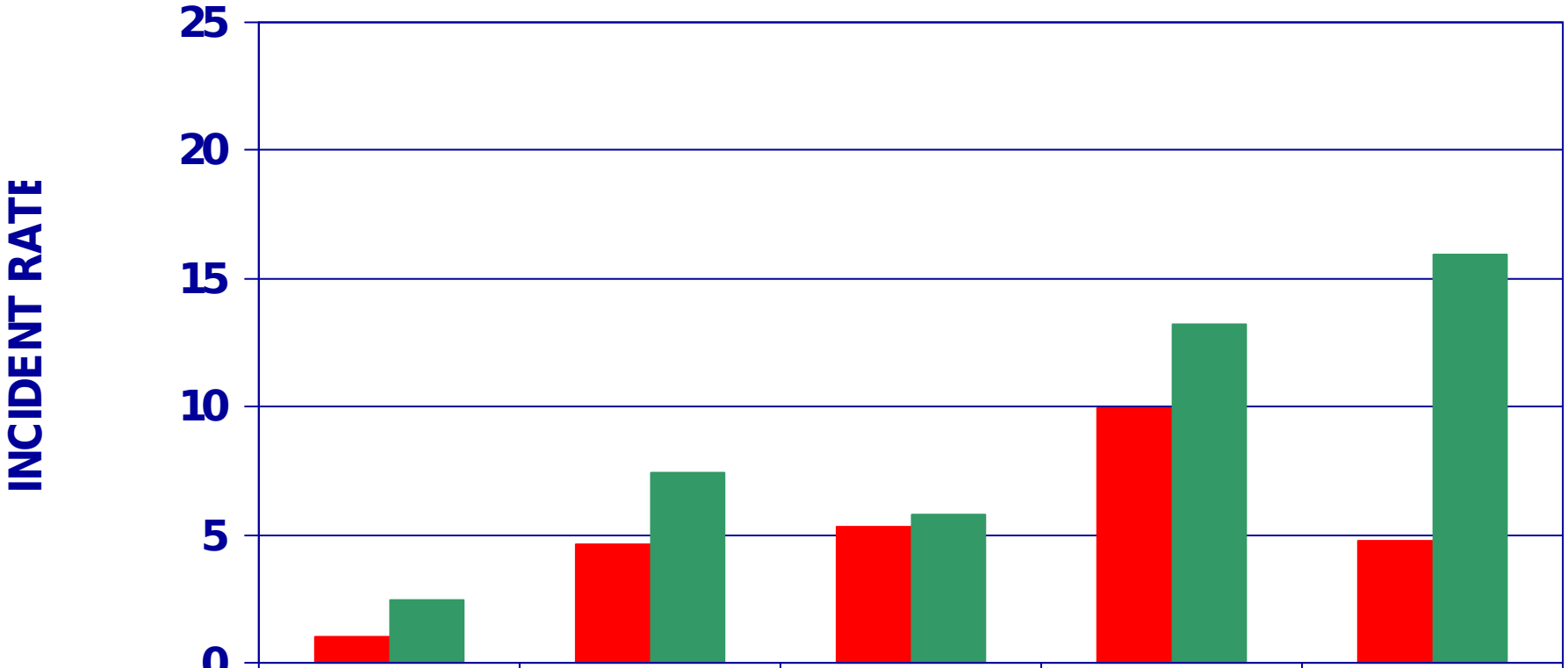
Status: RED



	LOST TIME	OSHA RECORDABLE	FIRST-AID	TOTAL INCIDENT	SEVERITY
CEILING	1.02	3.97	4.12	8.09	6.06
YTD	2.02	6.86	4.64	11.51	12.52
12 MONTH	1.82	5.74	4.55	10.29	12.85

RIA MISSION SAFETY PERFORMANCE
CEILING vs YTD
YTD MAR FY 2004

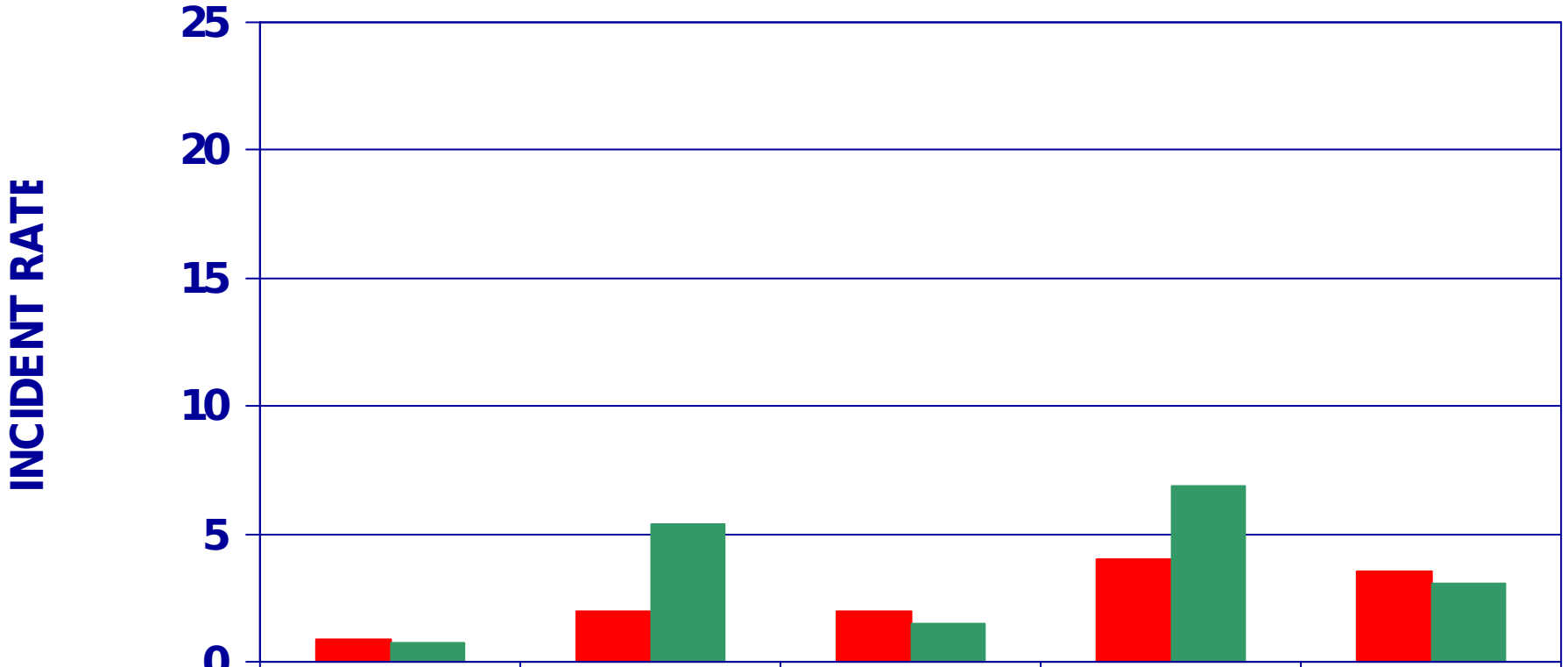
Status: RED



	LOST TIME	OSHA RECORDABLE	FIRST-AID	TOTAL INCIDENT	SEVERITY
CEILING	0.99	4.64	5.30	9.94	4.76
YTD	2.48	7.43	5.78	13.21	15.96

RIA GARRISON SAFETY PERFORMANCE
CEILING vs YTD
YTD MAR FY 2004

Status: AMBER



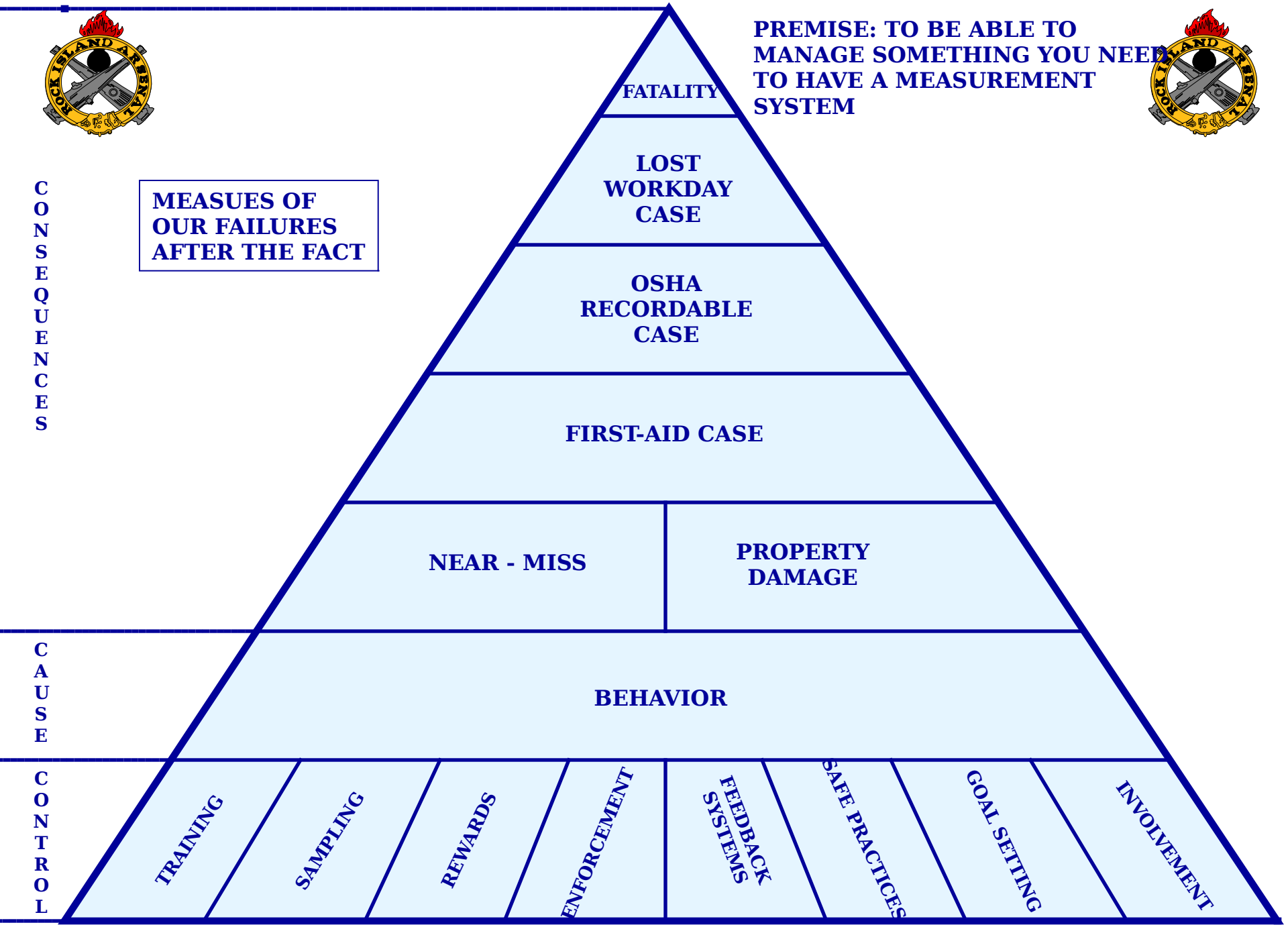
	LOST TIME	OSHA RECORDABLE	FIRST-AID	TOTAL INCIDENT	SEVERITY
CEILING	0.88	1.99	1.99	3.99	3.51
YTD	0.77	5.36	1.53	6.89	3.06

Cases by Office Symbol

DESCRIPTION	COST CENTER	LOST TIME	OSHA RECORDABLE	FIRST-AID	TOTAL INCIDENT	LOST DAYS
RIA FY 2004 - ALL	01000 - D9900	10	34	23	57	62
RIA MISSION	A0000 - D9900	9	27	21	48	58
CO	A0000	0	0	0	0	0
QM	G0000	0	0	0	0	0
RM	H0000	0	0	0	0	0
SE	J 0000-J 5000	0	1	0	1	0
BD	F0000-F2000	0	1	0	1	0
LD	B0000-B3300	1	1	1	2	1
MS	C0000	0	0	0	0	0
PD	D0000-D9900	8	24	20	44	57
RIA GARRISON	01000-17100	1	7	2	9	4
GM	01000	0	0	0	0	0
CF	02000-02650	0	0	0	0	0
GC	03000	0	0	0	0	0
IA	04000	0	0	0	0	0
EO	06000	0	0	0	0	0
SF	07000	0	0	0	0	0
RG	11000	0	0	0	0	0
PW	13000-13410	0	1	1	2	0
FP	15000-15300	1	6	1	7	4
IT	17000-17100	0	0	0	0	0

PREMISE: TO BE ABLE TO MANAGE SOMETHING YOU NEED TO HAVE A MEASUREMENT SYSTEM

MEASUES OF OUR FAILURES AFTER THE FACT



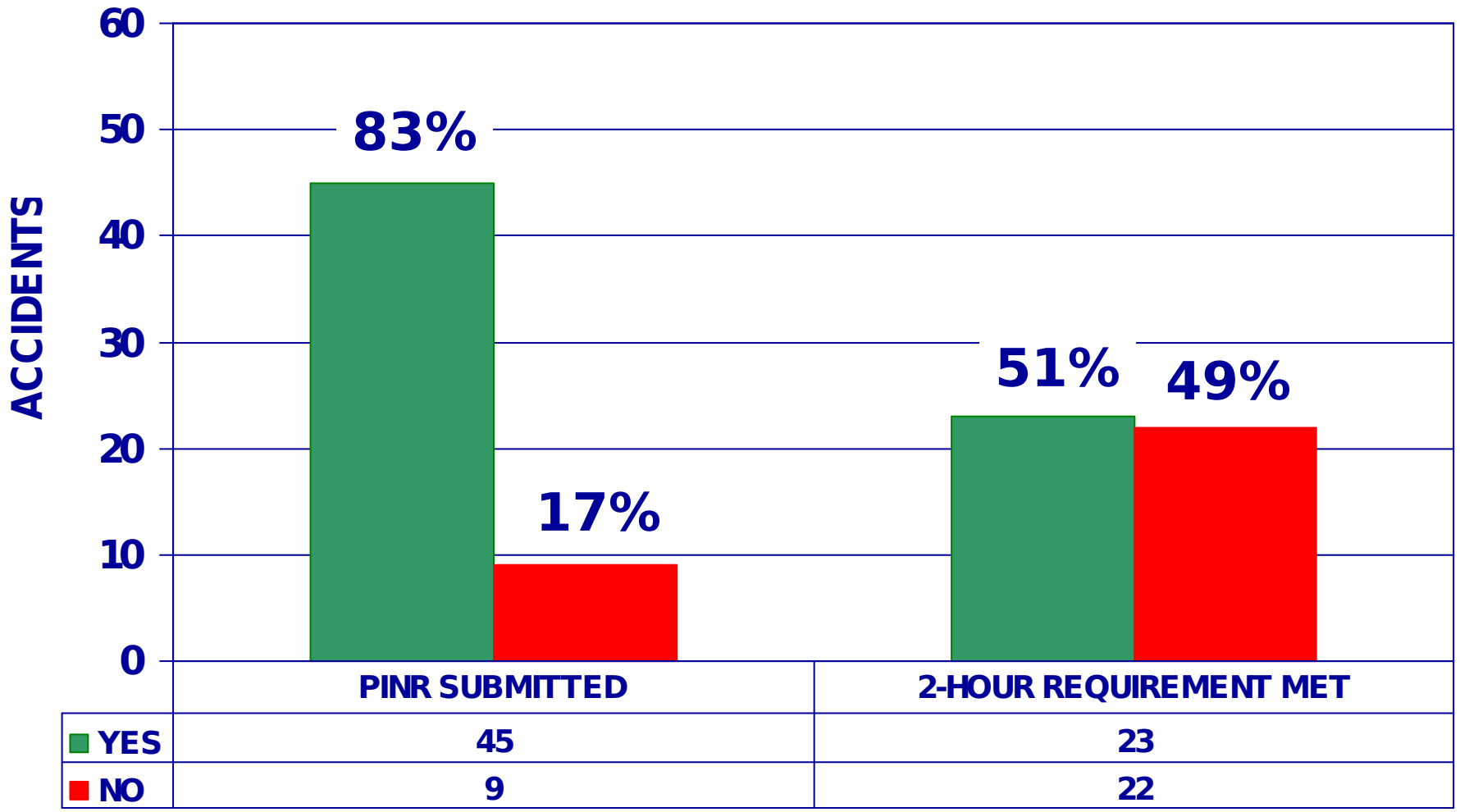
Review of Accident Reporting

RIA SAFETY PERFORMANCE

PRELIMINARY INCIDENT NOTIFICATION REPORTING

YTD MAR FY 2004

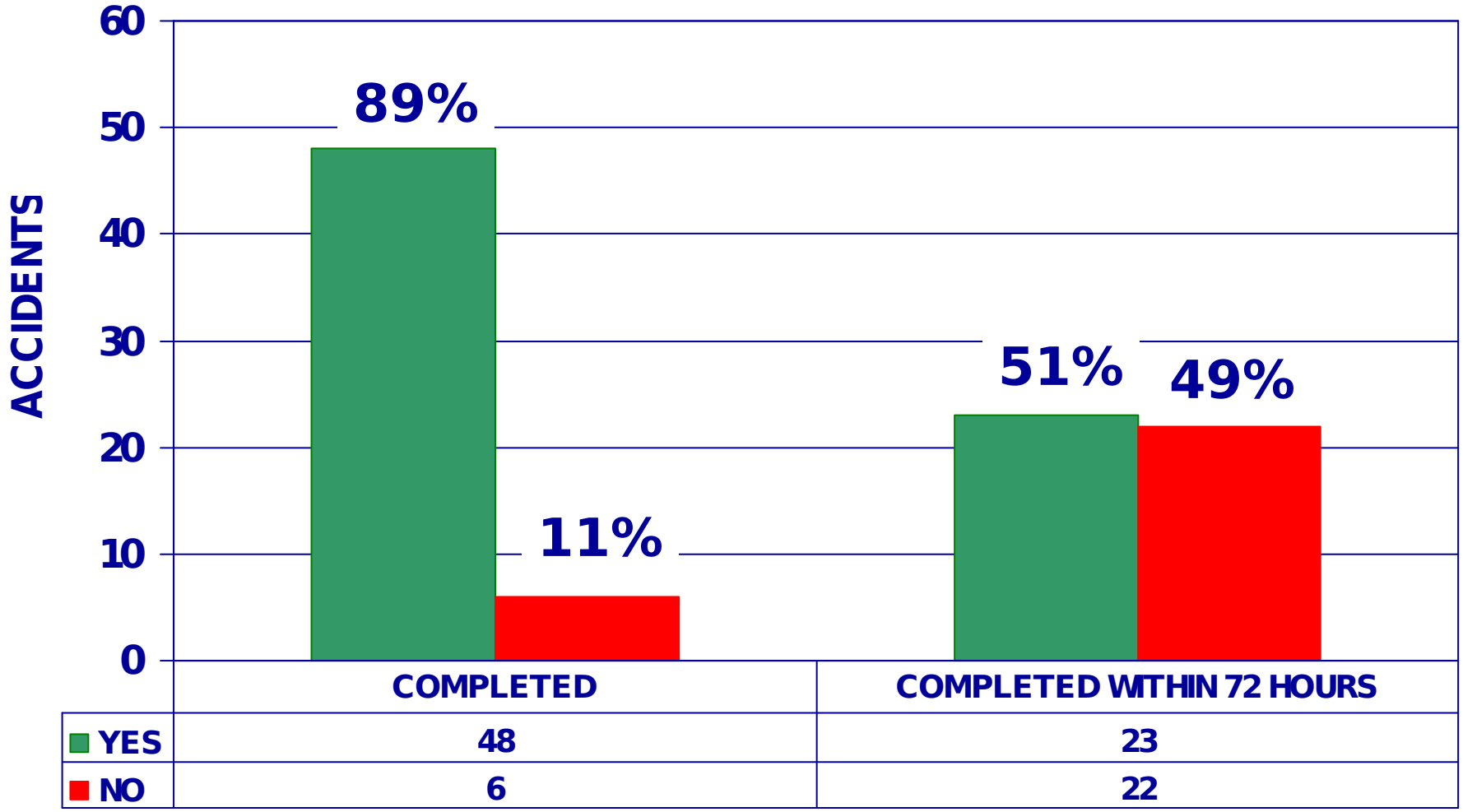
Status: RED



	PINR SUBMITTED	2-HOUR REQUIREMENT MET
YES	45	23
NO	9	22

RIA SAFETY PERFORMANCE
SAFETY AFTER ACCIDENT REVIEW
YTD MAR FY 2004

Status: RED



Accident Reporting Considerations

- **Is the 2-Hour Preliminary Incident Notification Reporting requirement to stringent?**
  - **As a leader, how long would you be comfortable in not knowing one of your employees has been injured?**
  - **Can you support the 2-hour notification requirement? If not, what will you support?**
  - **Have you delegating the notification duties to others within your organization?**
  - **What are your ideas?**

Accident Reporting Considerations

- **Is the 72-Hour Safety After Accident Review requirement to stringent?**
  - **As a leader, how long would you be comfortable in not knowing about the circumstances that lead to the injury of one of your employees?**
  - **Can you support the 72-hour SAAR requirement? If not, what will you support?**
  - **What are you doing to ensure that the corrective actions are suitable and implemented?**
  - **Have you ever attended a SAAR?**
  - **What are your ideas?**

Use of Operator Restraint Systems or Devices on Power Industrial Trucks

Guidance for Usage

- The use of operator restraint systems or devices (seatbelts) on power industrial trucks / forklifts is mandatory.
- In the event of a tip over, these devices reduce the risk of entrapment of the employee between the equipment and the ground.
- Organizations having older equipment not having the proper restraint systems or devices (seatbelts) should contact the manufacturer.
- Some manufacturers have instituted retrofit programs for the installation of operator restraints or devices (seatbelts) to older models.

Guidance for Usage

- ✔ The removal of an operator restraint device or system (seatbelt) by the user is prohibited.
- ✔ Division Chief that have power industrial truck / forklift operations within their areas to check the equipment to ensure that operator restraint systems or devices (seatbelts) are installed, are operational, and usage is properly enforced.
- ✔ Replacement of all restraint devices (seatbelts) may be cost prohibitive.
- ✔ Analysis of current conditions would better define a suitable course of action.

Review of Hazardous Processes

Risk Management Matrix

Hazard Severity	Hazard Probability				
	Frequent	Likely	Occasional	Seldom	Unlikely
	A	B	C	D	E
I Catastrophic	E	E	H	H	M
II Critical	E	H	H	M	L
III Marginal	H	M	M	L	L
IV Negligible	M	L	L	L	L

E - Extremely High Risk RAC 1

H - High Risk RAC 2

M - Moderate Risk RAC 3

L - Low Risk RAC 4 & 5

Evaluations Performed

- ✔ **Bldg 299, Paint Dept**
  - ➤ **20 RAC 5, 6 RAC 4, 9 RAC 2, Ventilation survey was conducted on solvent storage room, results show that the fan needs servicing.**
- ✔ **Building 220, Cooling Towers**
  - **1 RAC 5 processes, Evaluation of Biocide added to cooling towers**
- ✔ **Building 62, IAQ**
  - **All parameters measured for IAQ were within acceptable ranges, dry traps were found in restroom, if you have areas that are not frequently used recommend flushing weekly.**

Evaluations Performed

- ✔ **Building 208, AFSC Trailers**
  - ➤ **3 RAC 5, 7 RAC 2**
- ✔ **Building 102, Environmental**
  - **1 RAC 3**
- ✔ **Bldg 212W, Lean Project**
  - **Evaluate area under balcony for welding application.**
- ✔ **Bldg 212, Laser Cutting- Armor project**
  - **2 RAC 4**
- ✔ **Bldg 208, Brake Removal, AFSC trailers**
  - **Asbestos monitoring, all results were below the standard.**

Evaluations Performed

- ✔ **Blue Grass Army Depot**
  - ➤ **Complete Program Review and Update**
- ✔ **Bldg 211/220, Tool Cribs**
  - **4 RAC 5**
- ✔ **Bldg 222, Car Bottom Furnace**
  - **Evaluate Ton Container Demil Procedures.**
- ✔ **Bldg 212, 2nd Floor Office Lighting Survey**
  - **Task lighting meets recommended standard.**
- ✔ **Bldg 350,102, 60 Ergonomic Surveys**
  - **9 Computer workstation evaluations.**

Evaluations Performed

- ✔ **Bldg 208, Paint Dept**
  - ➤ **Ventilation evaluation, work order placed for Binks Booth maintenance.**
  - **3 RAC 5, 16 RAC 4, 3 RAC 3, 18 RAC 2**
- ✔ **Bldg 230, Trailer Repair**
  - **Employee grinding had chips hitting under safety glasses to eyes.**
- ✔ **Bldg 220, Forge Shop**
  - **29 RAC 5, 17 RAC 4, 1 RAC 3**
- ✔ **Bldg 230, Welding**
  - **2 RAC 4**

Fire & Emergency Services

AMSTA-RI-FPF

- ✔ **Loss of Inspector Mark Peterson**
- ✔ **Spring Clean Up Week 18-24 April**
- ✔ **Static Electricity Video Clip**
  - ➤ **Please "Double "Click" on the below picture to act**

Directorate / Office Safety Actions and Lessons Learned

AMSTA-RI-BD/RM

- **Safety Actions:**
  - **Heat producing appliances policy reviewed**
  - **Corrections made from safety audit report of findings**
  - **Review of protection gear when in JMTC**
  - **BD/RM joint safety meetings**
  - **Viewed film: Office Safety-It's a Jungle In There**
  - **Emergency evacuation procedures explained**
  - **Revising Emergency Evacuation Plan to include RM**
  - **Evacuation map provided to employees**

AMSTA-RI-BD/RM

- ✔ **Lessons Learned:**
  - **Important to inform relocated and new employees of emergency evacuation procedures.**

AMSTA-RI-CT

- **Safety Actions:**
  - **Monthly meetings held in conjunction with Office Staff Meetings**
  - **Topics Discussed:**
    - **January - Hazards of Cold**
    - **February - Electrical Equipment Safety**
    - **March - Tornado Information & Safety Rules**
  - **Conducted internal office safety audit – results discussed and corrected**

AMSTA-RI-CT

- ✔**Lessons Learned:**
  - **Awareness of safety and health hazards, what to watch for, how to react in these circumstances**
  - **SAFETY IS ALWAYS #1**
  - **Safety Officer: Connie Duffy, ext. 1558**

AMSTA-RI-LD

- ✔ **Safety Actions:**
  - **Monthly Directorate/Division Safety meetings**
  - **Work Orders Completed in Bldg 299:**
    - **Removed dead electrical box – Paint Shop**
    - **Installed stop sign outside the Paint Shop**
    - **Re-positioned a Fire Pull Box to the properly marked pole (P16)**
    - **Inspected all Fire Doors and made necessary repairs**
    - **Installed a Mirror on pole (A48)**

AMSTA-RI-LD

- **Safety Actions:**
  - **Replaced pallets with metal tables being used for Armor Door Assembly Process (Pre-Pack)**
  - **Responded to (1) RIA Correction Notice received from (FP)**
- **Lesson Learned:**
  - **Due to the growing production activity in Bldg 299 a significant amount of attention on safety has increased.**

AMSTA-RI-MS

- **Safety Actions:**
  - **Conducted JMTC Safety Meetings**
  - **Conducted Monthly Office Safety Meetings**
  - **Participated in JMTC SAARs**
  - **Coordinating Segway Training for AMSTA-RI-PD Employees**
  - **Updated Fire Evacuation and Safety Program SOPs for:**
    - **AMSTA-RI-MS**
    - **AMSTA-RI-PD**
- **Lessons Learned:**
  - **No Safety Incidents**
  - **Ergonomics is important**

AMSTA-RI-PD

- ✔ **Safety Actions:**
  - ➤ **As of 29 March 2004, LEAN RIE's have addressed 51 safety issues & 42 ergonomic issues**
  - **Gear guard on gymnasticator improved to cover all pinch points**
  - **Retracting hose reels are now used to keep trip hazard off the floors**
  - **Installed a fall protection system in the main paint booth**
  - **Tables fabricated to raise the work in Plating shop & assembly area to prevent back injuries from bending over**
  - **Metatarsal guard safety shoes are now required for all new blasters and encouraged for everyone**

AMSTA-RI-PD

- **Safety Actions:**
  - **When removing the wheels from a completed FRS we discovered they were NOT locked into place. Made sure that the wheels under the FRS are securely locked into place when installing**
  - **Make sure that all personnel and equipment are clear of the paint line before operating line. Painters now sound horn, loaders acknowledge that line is clear for movement, painter start line.**
  - **Be aware of your surroundings at all times**
  - **Assure the use of PPE's**
  - **Pivot point between bracket and tongue on parts trailers revealed cracks in many areas. Sent to garage for repair.**

AMSTA-RI-PD

✔Safety Actions:

- ➤ Many near accidents between motor vehicles and pedestrians in non-thoroughfare area of bldg. 211. Signs posted to limit vehicular traffic.

✔Lessons Learned:

- Management support- being active in follow up is essential for implementing & sustaining improvements
- Comfort levels when associated with change vary- some employees very receptive & some resist
- Proper lifting technique … use your legs, not your back

AMSTA-RI-PD

✔Lessons Learned:

- ➤ **Metal shot on the floor around blast machines must be swept up to prevent slipping/fall injuries**
- **Safety is 24-7**
- **Much of the factory equipment is usable but aged. Carefully examine equipment for stress cracks and breakage before using**
- **Be proactive. Solve the problem <u>before</u> someone is hurt in a vehicular accident. Posted signs have been very effective**
- **Employees are not allowed to sit on top of a ladder while performing work of any kind**

AMSTA-RI-PD

✔Lessons Learned:

- Neatly stacked wooden pallets can not be used like saw horses to support loads
- You must have a minimum of 35 feet clearance from any combustibles when performing hot work

LEAN Rapid Improvement Events
Safety & Ergonomic Actions

- ✔RIE’s 02/09/04
  - ➤ MISSING FIRE EXTINGUISHER
  - PAINT CANS MISSING MSDS INFORMATION
- ✔RIE’s 03/09/04
  - Excess movement (Ergo)
  - Poor lighting & visibility (Ergo)
  - Assembler drilled holes in awkward position (Ergo)
- ✔RIE’s 03/31/04
  - 4 WARNING SIGNS FOR BOOTH DOORS (Safety)
  - LABEL AIR PRESSURE AND NITROGEN LINES (Safety)
  - REPAIR BOOTH #3 DOOR GUIDE BEARING (Safety)

LEAN Rapid Improvement Events
Safety & Ergonomic Actions

- ✔RIE's 03/31/04 (cont.)
  - ➤ REPAIR BROKEN RECEPTICAL COVER ENTERING BOOTH #3 (Safety)
  - REPLACE OIL PUMP FILL HOSE IN BOOTH #3 (Safety)
  - MANUFACTURE RACK AND INSTALL FOR CYLINDER PLUNGERS (Ergo)
  - CHECK AND/OR REPLACE INLINE NITROGEN VALVES IN ALL ROOMS (Safety)
  - INSTALL HOSE RETENTION BRACKET IN BOOTHS 1,2,3,4 (Ergo)
  - Handrail around drinking fountain was not bolted to the floor (Safety)
  - Frayed wire on a grinder (Safety)

LEAN Rapid Improvement Events
Safety & Ergonomic Actions

- ✔ **RIE's 03/31/04 (cont.)**
  - ➤ **2 electrical outlet problems (Safety)**
  - **Exposed electrical wire on a mill (Safety)**
  - **2 air hose tripping hazards (Safety)**

LEAN Rapid Improvement Events
Safety & Ergonomic Actions

- ✔RIE's 03/31/04 (cont.)
  - ➤ Arbors stored in an inconvenient place (Ergo)
  - Vises arranged unevenly on shelves (Ergo)
  - Missing machines lights (Ergo)
  - Electrical outlet on machine loose and insulation missing (Safety)
  - No safety phones in area (Safety)
  - Loose paint (possibly lead) on walls & ceiling (Safety)
  - Identified a process for all hazardous material to be distributed - bldg. 144. (Safety)
  - REPLACE FIRE EXTINGUISHER ON FUEL TRUCK (Safety)
  - INITIATE WORK ORDER FOR SEALING BERM AREA IN BUILD 120(WO 4-46-29) (Safety)

LEAN Rapid Improvement Events
Safety & Ergonomic Actions

- ✔**RIE's 03/31/04 (cont.)**
  - ➤ **DISPOSE OF 41 DRUMS OF EIGHT YEAR OLD FERRIC CHLORIDE SOLUTION (Safety)**
  - **FIX OR REPLACE LADDER IN BLDG. 144 (Safety)**
  - **TURN IN ALL EXCESS AND WASTE MATERIAL FROM THE OUTLYING AREAS (Safety)**

AMSTA-RI-QM

- ✔ **Safety Actions:**
  - ➤ **Conducted Monthly Safety Meetings**
  - **Conducted Monthly Safety Audits**
- ✔ **Lessons Learned:**
  - **Jan 04- Winter Safety**
  - **Feb 04- Confined Spaces**
  - **Mar 04- Tool, Lawn & Garden Safety**

AMSTA-RI-SE

- **Safety Actions:**
  - **Work orders were placed for vacuuming of overhead vents and repair of a wheeled chair.**
  - **A SAAR was conducted for an employee who injured his foot after striking the frame of an office chair.**
- **Lessons Learned:**
  - **When the industrial vacuum was plugged in for the vent cleaning, it resulted in a circuit break. Electrical circuit use should be evenly distributed.**
  - **Accidents can occur even when working conditions are safe.**

AMSTA-RI-CF

- ✔ **Safety Actions:**
  - ➤ **Monthly Safety Meetings were held in all areas.**
  - **Museum & CYS: Review training on how to use MSDS**
  - **CYS & Business Programs : Review of Fire evacuation routes and usage of fire extinguishers**
- ✔ **Lessons Learned:**
  - **Protecting yourself in cold weather, 911 procedures, Proper use of hydraulic jacks, safety hook-up for trailers, Steps in reporting injuries and accidents, battery charger and power tool safety, operations of exhaust systems, keeping your back healthy at work**
  - **Museum & CYS: How to use and read forms related to Material Safety Data Sheets**

AMSTA-RI-CF

- **Lessons Learned:**
  - **CYS & Business Programs: How and when to use extinguishers during a emergency and the proper evacuation routes**
  - **No major incidents or unsafe situations occurred**

AMSTA-RI-EO

- ✔ **Safety Actions:**
  - **Reviewed metrics**
  - **Monthly meetings attended and minutes reviewed by all employees**
  - **Review safety & PPE with new student aid**
- ✔ **Lessons Learned:**
  - **Established need to have ergonomic review**

AMSTA-RI-FP

- **Safety Actions:**
  - **Defensive Driving Techniques (Officer Safety Utilizing Emergency Equipment - Speeds).**
  - **Illinois Child Seat Laws and Child Seat Safety.**
  - **Weapons Safety, Updated Range Operating Procedures & Range Safety procedures.**
  - **Back Safety & Back-Injury Prevention.**
- **Lessons Learned:**
  - **Films borrowed from RIA Safety Office on Defensive Driving Techniques.**
  - **Training Given by Jan Saito, Family Advocacy Program, Families 1st Program.**

AMSTA-RI-FP

- **Lessons Learned:**
  - **Training conducted by Shift Master Sergeants and Training Officer.**
  - **Film borrowed from RIA Safety Office on Back Safety. Brochures obtained to hand out to officers.**

AMSTA-RI-GC

- **Safety Actions:**
  - **John J. Welling, AMSTA-RI-GC Safety POC**
  - **Attendance at monthly Safety meetings**
  - **Removal of Excess Computer Equipment**
  - **Removal of Un-needed paperwork**
- **Lessons Learned:**
  - **Keep work area neat and well organized.**

AMSTA-RI-IA

- **Safety Actions:**
  - **Conducted monthly internal safety audits**
  - **Began attending Bldg 90 Safety meetings in Feb 04**
- **Lessons Learned:**
  - **Evacuation Assembly Point**
  - **Static Electricity at Fuel Pumps**
  - **Elevator Safety**

AMSTA-RI-IT/ITR

- **Safety Actions:**
  - **Surveyed Directorate employees to identify space heater ownership and location.**
  - **Presented safety video on back injury prevention and safe lifting at staff meeting.**
- **Lessons Learned:**
  - **Introducing safety topics each month at staff at staff meetings that cover topics suggested by the Safety Office.**

AMSTA-RI-OC

- **Safety Actions:**
  - **RIA Safety Office has established monthly safety meetings for all employees of building 90.**
  - **All AMSTA-RI-OC employees have been attending.**
- **Lessons Learned:**

AMSTA-RI-PC

- **Safety Actions:**
  - **Jan: Hand-washing/health issues**
  - **Feb: Safe use of heaters**
  - **Mar: Home safety checklist**
- **Lessons Learned:**
  - **Be more aware during flu season**
  - **Clean-up time**
  - **Check chairs**

AMSTA-RI-PW

- **Safety Actions:**
  - **Safety briefing as part of pre-construction conferences**
- **Lessons Learned:**
  - **Safe handling of hazardous materials plastic drums**

AMSTA-RI-RG

- ✔ **Safety Actions:**
  - **Space Heaters Inventoried-none found**
  - **Handicap building exit plan formulated and coordinated with Fire Department**
- ✔ **Lessons Learned:**

AMSTA-RI-SF

- ✔ **Safety Actions:**
  - ➤ **Mr. Raymond Fatz , ASA (ESOH), IMA-NWR visit**
  - **Ergonomics**
    - **Performed several job-site surveys and recommended workstation adjustments**
    - **Presented ergonomics presentation to ECDC during their Safety Stand-Down**
  - **IMA Good Ideas Submission**
    - **Submitted Master Accident Prevention Plan idea for consideration**
  - **Family Child Care Home Inspections**
  - **Provided safety briefing at New Employees Orientation**

AMSTA-RI-SF

- ✔ **Safety Actions:**
  - ➤ **Family Child Care Home Inspections**
  - **Provided safety briefing at New Employees Orientation**
  - **Safety Inspections for Tenants**
    - **Defense Finance and Accounting System (DFAS)**
    - **Defense Automated Printing Service (DAPS)**
  - **Accident Reporting and Recording**
    - **Monthly accident/injury feeder report to TACOM- Warren**
    - **Posted monthly CISP data on Safety web site**

AMSTA-RI-SF

- ✔ **Safety Actions:**
  - ➤ **Purchased Keller Online service for resource of safety information.**
    - **15 month subscription for 1 year purchase agreement**
  - **Nuclear Regulatory Commission (NRC) Visit**
    - **Participate in NRC Inspection visit of RIA and TACOM facilities**
    - **No violations noted**
  - **Hazard Communication**
    - **Processing several Material Safety Data Sheets (MSDS)**

AMSTA-RI-SF

- ✔ **Safety Actions:**
  - ➤ **Titanium Operations**
    - **Risk Assessments in process relative to safety, health, and fire issues pertinent to titanium processes associated with XM36 Recoil Mechanism and Dragon Fire Mortar projects**
  - **Safety Meeting – Building 90**
    - **Conducted first monthly safety meeting for all of building 90**

AMSTA-RI-SF

- **Lessons Learned:**
  - **Accident Reporting and Recording must improve – tracking and progress reports**
  - **Need to increase cross training of Safety Office personnel**
  - **Need newer and updated awareness material**
  - **Looking for better methods to review and track Contractors safety performance**
  - **Rigging, Slings, and Crane Hand Signaler Training**

Review of Open Actions

Review of Open Issues

Open Action	Assigned To:	Date Assigned:	Date Due:	Status:	Comments:
Automatic Electronic Defibrillator	GC, PW, PWF, RIA-OPS, SF	07 Feb 2002		On-going	2 in TACOM, 1 in Gym 1 in TMDE
Risk Management Training	SF	July 2003	Oct 2003	Completed	New employees receiving training as needed
Outdoor Lighting Evaluation – Parking Lots	SF, IH	Mar 2003	Oct 2003	On-going	Evaluation conducted and report forwarded to PW and SF
New Employee Safety Orientation	ALL	Jan 2004	Open	On-going	Organization shall notify SF when briefing is needed

Hot Topics

Hot Topics

- ✔ Safety, Health, and Return-to-Employment (SHARE) Initiative
- ✔ DOD 50% Reduction in Accident Rates
- ✔ Heat Related Injuries (Stress, Stroke, Dehydration)
- ✔ New Employee Safety Orientation
- ✔ Pedestrian Safety
- ✔ Transition to IMA

Issues from the Council

Wrap Up

- ✔ **Next SOHC – July FY 2004**

ROCK ISLAND ARSENAL
CENTER FOR EXCELLENCE